

**Submitted:** 8/21/2013  
**Jurisdiction:** Maryland  
**Agency:** Department of Health and Mental  
Hygiene  
**Division/Unit:** Warehouse

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 868  
**MSA ID:** SE55-3048

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## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Inventory Control Inquiry - Paper	2408	5A	1987-2004	1 cu ft.	08/21/2013	Shred
2	Property Asset Audit - Paper	2408	5E	2002	1 cu ft.	08/21/2013	Shred
3	Equipment Disposition Form - Paper	2408	5A	2005	1 cu ft.	08/21/2013	Shred
4	Excess Property Disposal Order - Paper	2408	5B	1997	1 cu ft.	08/21/2013	Shred
5	MISSING OR STOLEN STATE PROPERTY - Paper	2408	5C	04/03-07/03	1 cu ft.	08/21/2013	Shred

### Destruction Certification

Walter Zerrlaut

**Signature**

DHMH Records Officer

**Title**

8/21/2013

**Date**